

Retirement Information Meetings

James Baird, TIAA-CREF Representative, is available on the Stillwater campus for one-on-one counseling each Tuesday. Sessions are held in 106M Whitehurst. To check James' schedule and make an appointment for an individual meeting, schedule online at www.tiaa-cref.org/moc or call TIAA-CREF at 1-800-842-2006. A link to the online schedule is also available from the Human Resources website, www.okstate.edu/osu_per/retirement.html.

You can review your TIAA-CREF account selections and make changes by contacting TIAA-CREF at www.tiaa-cref.org/okstate or by calling 1-800-842-2776. The website allows you full access to your account.

Questions? Call Employee Services at (405) 744-5449.

Are Your Dependents Still Dependents?

School is out. Now is a good time to review your dependent coverage. If any child has reached age 19 and has lost student status, or if one has graduated, or reached age 25 or married, that child is no longer eligible for the State Plan.

Also remember if you divorce, your former spouse is no longer eligible for cover-

Training Opportunities

June 7	Discussing Performance
June 8	Business Grammar and Proof-Reading (<i>Full</i>)
June 13	How to Build Your People
June 13&14	Access Level 1
June 13	PHP Level 1
June 15	Basic Fundamentals of Grant Writing
June 15	HTML Introduction
June 19	Word Mail Merge
June 20&21	FOCUS
June 21	Basic Personal Computer Introduction Class
June 21	Effective Presentation Skills
June 22	PHP Level 2
June 22	Sexual Harassment/Gender Discrimination Policy Training
June 26&27	Excel Level 1
June 27	Safety is Everybody's Business
June 28	PHP Level 3
June 28&29	PowerPoint Level 1

For more information, or to register, refer to your 2006 *Faculty and Staff Development Opportunities* brochure, or go to www.okstate.edu/osu_per/hr/training.html, or call Training Services, (405) 744-5374.

age. Claims will not be paid, even if you failed to cancel coverage. If mistakenly paid, the State Plan has the right to request re-payment by the employee.

Please remember to notify Employee Services within 30 days of a change in eligibility to prevent additional premiums from being deducted from your paycheck.



News You Can Use!

Important Information for Employees of
Oklahoma State University

June 2006

Possible Fines for Illegal Use of Tobacco

Both Faculty Council and the Student Government Association have expressed concern that OSU is not in compliance with OSU policy and procedures and State laws regarding tobacco. Physical Plant has been asked to review facilities and ensure that appropriate signage and repositories for tobacco are in compliance with State law.

In addition, employees, students, and visitors need to be aware of the following Statutes.

Title 21 of State Statutes (section 1247) specifies that *all buildings, or a portion thereof, owned or operated by this state shall be designated as nonsmoking and that no smoking shall be allowed within twenty-five (25) feet of the entrance or exit of any building.*

Any person who knowingly violates this act is guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not less than Ten Dollars (\$10.00) nor more than One Hundred Dollars (\$100.00).

In the enforcement of this law, the OSU Police have been asked to be more mindful of personal violations and issue citations as necessary to ensure compliance.

Online Directory

The online OSU/A&M System Directory helps you find contact information for OSU departments, faculty, staff and students. The Stillwater campus and all branch campuses are included in this directory.

It is important that this information is up-to-date. Please remember to periodically check your contact information. Updates to your campus address, telephone number and e-mail address can be made through the O-Key System, www.it.okstate.edu/.

The directory can be found at <http://directory.okstate.edu>.

Questions? Send an e-mail to telecom@okstate.edu, or call (405) 744-7174.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy and contract should be consulted as the authoritative source. OSU continually monitors benefits, policy and procedures and reserves the right to change, modify, amend, or terminate benefit programs at any time.

Out-of-State HealthChoice Coverage

If you are traveling on vacation out of state, or have a child in college out of state and need medical services, the health care providers may be out of network. To maximize your benefits, you will want to work closely with your insurance provider.

HealthChoice provides an Emergency Care Benefit, which can reduce your out-of-pocket expenses. You must contact HealthChoice to receive this benefit. The Emergency Care Benefit is described in the Handbook, which is mailed to covered employees, or can be found on HealthChoice's website at www.healthchoicework.com/handbooks.htm.

Your medical ID card has a telephone number on the back for precertification of medical procedures (1-800-848-8121). In the case of an accident, precertification must take place within one day of hospital admission. Normally, hospital or medical staff will place this call. You or a family member will want to confirm with your medical providers or HealthChoice that the care has been precertified.

In addition to the precertification process, when emergency care out-of-state is needed, you or a family member should call HealthChoice's Health Care Management Division, 1-800-543-6044, ext 8879. The call is referred to the appropriate case manager for handling. You will be advised on the process to obtain the Emergency Care Benefit, including information about the medical records needed. You are responsible for obtaining the necessary medical records and faxing or mailing them to HealthChoice for review. If

appropriate, the Administrative Approval is signed by all appropriate parties and you are notified the process is completed. If approved, the care for emergency treatment would be paid as if a network provider had been used.

If a family member residing out of state (such as a student away at college) needs non-emergency medical care, the medical services are paid as non-network unless the provider is in the network. While most in-network providers are in Oklahoma, please check HealthChoice's website, www.healthchoicework.com. The Emergency Care Benefit would not apply for non-emergency situations.

To reduce your out-of-pocket cost for non-emergency medical care, you may consider returning to Oklahoma. As a reminder, when a non-network provider is used, you have higher coinsurance to pay, plus you are required to pay the difference in the fee charged by the health care provider and the amount allowed by the insurance. For example, if a network provider in Oklahoma receives \$1,000 for a particular procedure, that amount is all that would be allowed in another state. If the out-of-state provider charged \$1,500, then you would pay the extra \$500 plus your share of the deductible (if any) and coinsurance on the \$1,000 allowable amount. Using network providers saves you money.

If you participate in an HMO, you will want to contact your HMO provider concerning emergency care benefits. Normally, there is no coverage through an HMO for out-of-network non-emergency care.

Parking News – You've Got Options!

Due to growth and construction on campus, there are changes in parking services that will affect OSU and the Stillwater community. Construction of new classroom buildings, expansion of Boone Pickens Stadium, and the new parking-garage/transit facility will present challenges for all who work at or visit OSU.

Changes occurring this summer

- Effective June 5, Lots 10, 10A, and 11 located west of the stadium will be closed to start construction of the west end of Boone Pickens Stadium. To offset the loss of parking, the south stadium lot (Lot 6) will be open during the summer break and semester to faculty, staff, or student with a valid OSU Parking Permit. In addition, any faculty, staff, or student with a valid OSU Parking Permit may park in the Overflow parking lots. Parking in Overflow lots and riding THE BUS will save time and hassle in getting to campus.

- Due to low student population during the summer, student lots (green, silver, maroon, and orange zones) will be enforced as overflow zones, thus allowing anyone with a valid permit to park in student lots. This policy will continue until one week before school resumes.

- OSU Transit Services are running modified bus schedules during the summer. Updated maps are on the web at www.transit.okstate.edu.

It's your choice about the way you commute to campus. We'd like to offer you a few other options:

- **Carpooling** - If you carpool, we have reserved spaces for you! Log on to www.parking.okstate.edu for more information including carpool matching programs you can use to find someone to ride with.

- **THE BUS** - Convenient, less stressful

and free! Transit Services can provide maps and schedules and even help you plan your best route. Call THE BUS for route information at 744-2832 or look on-line for schedules and maps at www.transit.okstate.edu.

- **Park-N-Ride** - A new Park-N-Ride option is available for faculty and staff who work within the academic core of campus. Persons within this area can purchase a Parking Permit to park in Overflow Lots for one-half the normal permit price and ride THE BUS to campus. Log on to www.transit.okstate.edu for more information.

- **Biking** - Biking is a joyride for your mind and body – the perfect infusion of fun, healthy energy to get you where you need to be. Bike registration is free!

- **Walking** - Each step saves you gas money and stress, and that will help put a smile on your face! OSU shows its real beauty when you see it close-up. Say goodbye to the woes of traffic and searching for parking. Say hello to your new favorite time of day.

I believe that students, faculty, and staff will understand the campus growing pains and will work together in making sure that this new parking approach minimizes the overall impact to the campus, said Hugh Kierig, Director of Parking and Transit Services.

Parking Permits for the 2006 – 2007 academic year will only be available for purchase online. The only permits that will still be available to purchase at the Parking Office counter are vendor, emeriti, motorcycle, and disabled permits for those obtaining them for the first time. Sales start June 15th. To get your 2006 – 2007 permit, go to "Purchase a Permit" under Parking Information at www.parking.okstate.edu.